

FORM ER.1

QUARTERLY RETURN TO BE SUBMITTED TO THE LOCAL EMPLOYMENT
EXCHANGE FOR THE QUARTER ENDED :

The following information is required under the Employment
Exchanges(Compulsory Notification of Vacancies Rule 1930 to assist in evaluating
trends to Employment and for action to correct imbalances between labour supply and
demand.

Name and address of the Employer :

Whether Head Office

Branch Office

Nature of business/Principal
activity

I. (a)EMPLOYMENT :

Total number of persons including working proprietors/Partners/Commission
agent/Contingent paid and contractual workers on the pay roll of the
establishment excluding part time workers and apprentice. The figures should
include every person whole wage or salary is paid by the establishment.

On the last working day of Previous quarters	On the last working day of the quarter under report
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MEN

WOMEN

TOTAL

(B) Please indicate the main reasons for any increase or decrease in
employment, if the increase or decrease is more than 5% during the quarter

NOTE;

Establishment are reminded of their obligation under the Employment
Exchanges (Compulsory Notification of Vacancies) or for notifying to Employment
Exchanges of details vacancies specified under the Act, before they filled.

2. VACANCIES :

Vacancies carrying total employment of Rs.100/- or over per month and over 3 months duration

(a) Number of vacancies occurred and notified during the quarter and the number filed during the quarter
Number of vacancies which come within the purview of the Act.

-	Notified			Source(Describe the source from which filled	

Occurred	Local Employment Exchange	Central Employment Exchange.	Filled		
1	2	3	4		5

Reasons for not notifying all vacancies occurred during the quarter under report vide 2 (a) above.

MANPOWER SHORTAGE:-

Vacancies / Post unfilled because of shortage of suitable applicants

Number of unfilled vacancies/posts

Name of the occupation or designation of the post	Essential qualification prescribed	Essential experience	Experience not necessary
1	2	3	4

Please list any other occupation or which the establishment had recently any difficulty in determining suitable applicants

signature of Employer

To
The Employment Exchange

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NOTE; THIS RETURN SHALL RELATE TO QUARTERS ENDING 31ST MARCH/30TH JUNE/30TH SEP/& 31ST DEC AND SHALL BE RENDERED TO THE LOCAL EMPLOYMENT EXCHANGES WITHIN 30 DAYS AFTER END OF THE QUARTER CONCERNED.